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Physical Inspection Operations (PI-Ops)

Special Bulletin # 9

There are many important changes to the inspection protocol:

Keeping up with changes to the protocol is essential to your success

As a result of coordination with industry and the HUD program offices, the Real Estate Assessment Center (REAC) is continuously improving its inspection protocol. The information in this bulletin is designed to enhance your understanding of the REAC inspection protocol and improve the overall quality of REAC physical inspections. You must become familiar with this change in protocol:

Vacant Units (Multifamily vs. Public Housing Properties)

Multifamily Housing: For all Housing properties, vacant units that are included in the random sample will be inspected *only* at properties with 15 percent or more total vacant units. At Housing properties with less than 15 percent vacancy, inspectors should not inspect vacant units. Replace any vacant units included in the sample with alternates. This policy applies only to Multifamily Housing properties. Contractors are responsible for ensuring that inspectors verify the number/percentage of vacant units, and that inspectors confirm the vacancy of units listed.

PIH: The existing policy remains unchanged. Vacant units should *not* be inspected at public housing properties.

How can you apply this new change in protocol?

When arriving for inspection at a Multifamily Housing property, confirm with the property owner or representative as to the number of vacant units and determine if the 15 percent threshold is met. If any vacant units are listed in the sample, confirm that the units are indeed vacant, and inspect if more than 15 percent of the total units are vacant.

To see previous Special Bulletins, visit the REAC website at:

<http://www.hud.gov/reac/products/prodpass.cfm>